



CROWLEES C E (C) J & I SCHOOL

CONFIDENTIALITY POLICY

The school policy for Confidentiality reflects the consensus of opinion of all the staff. It has been drawn up as a result of staff discussion and has the full agreement of the Governing body. This policy was approved at the Autumn 2018 meeting of the Governing body.

The implementation of this policy is the responsibility of all members of the teaching staff, governors, parents / carers and visitors.

Aims of the Confidentiality Policy

- To provide clear guidance to all members of the school community around confidentiality.
- To encourage children to talk to a trusted adult if they are having problems
- To ensure all adults working in school deal confidently with sensitive issues.

This Confidentiality Policy impacts upon every other school policy.

Moral and Values Framework

The moral and values framework within which confidentiality is addressed should be consistent with the overarching aims of the school and should be easily translated into practice in terms of:

- The curriculum content
- The teaching methods
- The relationships within the school

Equal Opportunities Statement

Crowlees CE(C) J & I School is committed towards equal opportunities in all aspects of school life.

Specific Issues

Confidentiality is a whole school issue.

- All children, parents / carers, staff members and governors must enjoy privacy from gossip.
- School matters and individuals should **never** be discussed on social networks etc.
- All information about individual children or adults is private and should only be shared with those staff that have a need to know.

All adults working in our school

- Implement the Child Protection Policy
- Encourage children to be open with their parents / carers
- Must maintain professional standards of confidentiality about anything seen or heard within the school.
- Who have a concern about a child, but do not feel they know the child's circumstances well enough to make a judgement about procedure, should discuss their concerns with the child's class teacher who will have greater knowledge of the child, at an appropriate place and time.
- Should adhere to and enforce the school's procedures for the taking of and use of photographs and video recording in school.
- No child's personal details will be given out over the telephone until the validity of the request has been ascertained via a returned call.
- Unconditional confidentiality should never be given
- If an adult receives external information that leads them to believe there is a child protection issue, they could refer the information to the child protection coordinator (Headteacher).
- Adults should be sensitive when discussing an individual child's behaviour or academic progress with other children or their parents.

Governors' Meetings

- Governors, in particular those sitting on discipline committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside the meeting.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, children or parents / carers. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be confidential.

Information held about children

- Information about children will be shared with parents / carers but only about their child. Parents / carers will not have access to any other child's marks and progress grades at any time. However, parents / carers should be aware that information about their child will be shared with the receiving school, if and when they change school.
- All personal information about children including social services records are regarded as confidential. The Headteacher will decide who will have access, and whether those concerned have access to all, or only selected information.
- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings, Social Care and Health Services will be kept securely.

Information Sharing (see Appendix 1)

In the classroom

- Ground rules and distancing techniques will be used where sensitive issues are to be addressed eg drugs education, sex and relationships education.
- No adults should put pressure on children to disclose personal information and should be discouraged from applying any such pressure.
- All adults will remind children that some information they share in the classroom may need to be shared with other adults for their protection.
- Children will be reassured that, if information has to be shared they will be informed first and then supported appropriately.
- If a child and his / her parent / carer wish to highlight an issue to a peer group then this will be carried out sensitively by the class teacher / Headteacher eg bereavement.

Dissemination of the Policy

All staff members, governors and adults working in the school (including voluntary helpers) will receive a copy of this Policy. Copies are available to view from the school office upon request, and a short summary of this Policy will be included in the school prospectus.

Monitoring and Review

This policy will be reviewed within the School's Development Plan as an area of major or minor focus each year.

Appendix

Legal Requirements

Human Rights Act 1998

Gives everyone the right to “respect for his private and family life, his home and his correspondence”, unless this is overridden; by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.

Data Protection Act 1998

Applies to personal data of living, identified viable individuals, not anonymised data, manual and electronic records. Schools need to be clear, when collecting personal data, what purposes it will be used for and schools should have policies to clarify this to staff, pupils and parents.

Freedom of Information Act 2000

Amends the Data Protection Act. Gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient, if disclosed. School data or record keeping policy should also cover the requirements of this act.

Children’s Act 2004

The Children’s Act 2004 sets out the following objectives under the every child matters agenda:

- Children and young people are mentally and emotionally healthy
- Children and young people are sexually healthy
- Children and young people choose not to take illegal drugs
- Children and young people are safe from maltreatment, neglect, violence and sexual exploitation
- Children and young people have security, stability and be cared for

Appendix 1

Six Key Points on information Sharing

1. You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement. The exception to this is where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime, including where seeking consent might lead to interference with any potential investigation.
2. You must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.
3. You should, where possible, respect the wishes of children, young people or families who do not consent to share confidential information. You may still share information, if in your judgement on the facts of the case, there is sufficient need to override that lack of consent.
4. You should seek advice where you are in doubt, especially where your doubt relates to a concern about possible significant harm to a child or serious harm to others.
5. You should ensure that the information you share is accurate and up-to-date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it and shared securely.
6. You should always record the reasons for your decision – whether it is to share information or not.